

Carbon County Library Board of Directors
Meeting Minutes

October 18, 2023, Elk Mountain Branch Library

CALL TO ORDER: 11 am by Chair Adelaide Myers

ROLL CALL: Present: Adelaide Myers, Karon Wilson, Leigh Nation, Kenneth Miller, Patti Hays, Maria Wenzel, Executive Director

AGENDA: Motion to accept Agenda (Hays/Wilson) passed

PUBLIC COMMENT: none

CUSTOMER COMMENTS AND CORRESPONDENCE: September comments contained an array of compliments on helpful staff, size of collection and maker space. Local commented on lack of autobiographies and memoirs in the collection. Comments from the younger group of readers included the atmosphere being positive and the Legos being great to play with.

CONSENT AGENDA:

MEETING MINUTES: Motion to approve the September 20, 2023 meeting minutes (Nation/Wilson) passed

APPROVAL OF EXPENDITURES: Motion to approve outstanding expenditures including bills to be paid and credit card expenditures in the amount of \$19,269.02.

.(Wilson/Nation)passed. Discussion by board ending in general agreement that a review by the Treasurer Leigh Nation on expenditures on the debit card over \$200 was in the best interest of the Library.

Board discussion of general reconciliation of general ledger would be the job of the accounting firm under contract.

EXECUTIVE DIRECTOR'S REPORT:

- **Work anniversaries:** Kyle Skelly celebrating 12 years, and Missi White celebrating 1 year.
- **Around the County:** Eclipse glasses were purchased via a STAR grant and distributed throughout the county. Program Manager job is officially posted. Promotion throughout the system o Banned book week, October 1-7th.
- **Rawlins Branch:** Business as usual with recurring programs, including Story Time, Lego Club, Art Club, Book Club, D&D, Tech Tuesday, Sit & Stitch. MakerSpace highlighted with T-shirt press program. Glowforge Halloween program was successful. Sit and Stitch will begin at this branch. Lori's last day October 13th.
- **Elk Mountain Branch:** Business as usual with recurring programs highlighting the Lego and dominoes program are always well attended. Teen craft group added with Mandala art highlighted.
- **Encampment Branch:** Business as usual with recurring programs. Librarian was delighted with the Zoom staff meeting which brought new idea forward to improve her work.

- **Hanna Branch:** Business as usual with recurring programs. Branch will be closed 10/04 due to staffing issues.
- **Little Snake River Valley Branch:** Business usual with the summer Sunflower growing program a huge success. Offering programs such as sharpie coffee mug decorating.
Medicine Bow Branch: Business as usual with recurring programs. Coordinating programs with school system will increase library use.
Saratoga Branch: Business as usual with recurring programs. Book club is growing. General consensus of the group is to temporarily suspend the program until after the first of the year.
Sinclair Branch: New patrons and more foot traffic. Missi White is the librarian and has been able to add a special touch to the day to day library workings. New blinds were installed.
Facilities and Technology: Disc cleaner again up and running in Rawlins.
Collections and Circulations: Ingran, the video supplier, will no longer be able to help the Library. Executive Director and staff are searching for a new source for our needs.
Grants: application for the CCDS#1 Recreation Board grant was finalized at the grant hearings on October 9th.

LIBRARY FOUNDATION: Successful annual fundraising event, Pumpkin Run was a success with many library staff helping in the event. The trophies to the winner runners were put together by staff using the Makerspace as were the badges presented to the youth participants. Crafts and games were enjoyed by the community families. Next meeting 10/25/2023

FRIENDS OF THE LIBRARY REPORT: Saratoga Friends meeting 11/02. Recently finished the kitchen renovation for the library. LSRV Friends next met on 10/4 and tabled the By-laws revisions. Considering the replacement of the building signage using the recent Jon's family donation.

FINANCIAL REPORT FOR JULY FY23-24: Review of financial report as submitted by the firm of Hofmann & Ramsey, CPA's by the board. Budget is on track. **Motion to accept the financials as presented and reviewed and place them on file for Audit (Miller/Nation) Passed**

UNFINISHED BUSINESS:

- Discussion of the WyoStar investment account; next step possibly to check with investing with a local bank. Will ask Foundation Treasurer, Jenita Calton to meet with the Board to discuss investment strategies going forward if need be. At this time our investment has seen no changes and still accruing the average amount of interest. No move or change was recommended.
- Volunteer Policy Revision has been reviewed by the board. **Motion to move the Volunteer Policy revision to public comment for the recommended 30-day period (Wilson/Nation) passed.**

NEW BUSINESS:

- Update on the addition of Board Chair Adelaide Myers as a signatory on our bank accounts showed the task was completed. The approved minutes from the September meeting will be needed for the bank to complete the task.

EXECUTIVE SESSION: Motion to move into Executive Session passed a 12:25 pm (Wilson)/Nation) passed.

Motion to move out of and accept the minutes of the Executive Session passed at 1:13 pm. (Nation/Miller) passed.

Motion to increase the Executive Directors Salary by 7.5% beginning November 1st, 2023 (Nation/Wilson) passed

COMMENTS FROM THE BOARD: None

ADJOURN: meeting adjourned 1:28 pm.

NEXT MEETING: November 15, 2023, Rawlins Branch Library....discussion on moving the meeting to the Saratoga library if weather permitted. Meeting will be posted if changed.

PH/ph. ***Adopted November 13, 2023 (Miller/Wilson)***